



TORQ Analysis of Mail Clerks and Mail Machine Operators, Except Postal Service to Postal Service Mail Sorters, Processors, and Processing Machine Operators




INPUT SECTION:

Transfer	Title	O* NET	Filters		
From Title:	Mail Clerks and Mail Machine Operators, Except Postal Service	43-9051.00	Abilities:	Importance Level: 50	Weight: 1
To Title:	Postal Service Mail Sorters, Processors, and Processing Machine Operators	43-5053.00	Skills:	Importance Level: 69	Weight: 1
Labor Market Area:	Maine Statewide		Knowledge:	Importance Level: 69	Weight: 1

OUTPUT SECTION:

Grand TORQ:

88
















Ability TORQ		Skills TORQ		Knowledge TORQ	
Level	 92	Level	 86	Level	 85

Gaps To Narrow if Possible				Upgrade These Skills				Knowledge to Add			
Ability	Level	Gap	Impt	Skill	Level	Gap	Impt	Knowledge	Level	Gap	Impt
Near Vision	51	10	62	No Skills Upgrade Required!				No Knowledge Upgrades Required!			
Static Strength	46	12	50								
Manual Dexterity	44	5	56								
Speech Clarity	37	2	56								
Oral Expression	46	2	53								
Oral Comprehension	46	2	50								

LEVEL and IMPT (IMPORTANCE) refer to the Target Postal Service Mail Sorters, Processors, and Processing Machine Operators. GAP refers to level difference between Mail Clerks and Mail Machine Operators, Except Postal Service and Postal Service Mail Sorters, Processors, and Processing Machine Operators.

ASK ANALYSIS

Ability Level Comparison - Abilities with importance scores over 50

Description	Mail Clerks and Mail Machine Operators, Except Postal Service	Postal Service Mail Sorters, Processors, and Processing Machine Operators	Importance
Near Vision	41 	51 	62 
Written Comprehension	41 	41 	56 
Category Flexibility	41 	39 	56 
Manual Dexterity	39 	44 	56 
Speech Clarity	35 	37 	56 



Oral Expression	44	46	53
Information Ordering	37	34	53
Finger Dexterity	41	37	53
Oral Comprehension	44	46	50
Problem Sensitivity	37	34	50
Perceptual Speed	35	34	50
Selective Attention	39	37	50
Static Strength	34	46	50
Speech Recognition	37	37	50
Skill Level Comparison - Abilities with importance scores over 69			
Description	Mail Clerks and Mail Machine Operators, Except Postal Service	Postal Service Mail Sorters, Processors, and Processing Machine Operators	Importance
Knowledge Level Comparison - Knowledge with importance scores over 69			
Description	Mail Clerks and Mail Machine Operators, Except Postal Service	Postal Service Mail Sorters, Processors, and Processing Machine Operators	Importance

Experience & Education Comparison				
Related Work Experience Comparison			Required Education Level Comparison	
Description		Mail Clerks and Mail Machine Operators, Except Postal Service	Postal Service Mail Sorters, Processors, and Processing Machine Operators	
10+ years		0%	0%	
8-10 years		0%	0%	
6-8 years		0%	0%	
4-6 years		3%	0%	
2-4 years		1%	0%	
1-2 years		3%	0%	
6-12 months		10%	3%	
3-6 months		4%	18%	
1-3 months		7%	23%	
0-1 month		5%	0%	
None		63%	55%	
Mail Clerks and Mail Machine Operators, Except Postal Service			Postal Service Mail Sorters, Processors, and Processing Machine Operators	
Most Common Educational/Training Requirement:				
Short-term on-the-job training			Short-term on-the-job training	
Job Zone Comparison				
1 - Job Zone One: Little or No Preparation Needed			2 - Job Zone Two: Some Preparation Needed	



No previous work-related skill, knowledge, or experience is needed for these occupations. For example, a person can become a cashier even if he/she has never worked before.

These occupations may require a high school diploma or GED certificate. Some may require a formal training course to obtain a license.

Employees in these occupations need anywhere from a few days to a few months of training. Usually, an experienced worker could show you how to do the job.

Some previous work-related skill, knowledge, or experience may be helpful in these occupations, but usually is not needed. For example, a teller might benefit from experience working directly with the public, but an inexperienced person could still learn to be a teller with little difficulty.

These occupations usually require a high school diploma and may require some vocational training or job-related course work. In some cases, an associate's or bachelor's degree could be needed.

Employees in these occupations need anywhere from a few months to one year of working with experienced employees.

Tasks

Mail Clerks and Mail Machine Operators, Except Postal Service

Core Tasks

Generalized Work Activities:

- Handling and Moving Objects - Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- Controlling Machines and Processes - Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles).
- Performing General Physical Activities - Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- Evaluating Information to Determine Compliance with Standards - Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

Specific Tasks

Occupation Specific Tasks:

- Accept and check containers of mail or parcels from large volume mailers, couriers, and contractors.
- Add ink, fill paste reservoirs, and change machine ribbons when necessary.
- Adjust guides, rollers, loose card inserters, weighing machines, and tying arms, using rules and hand tools.
- Affix postage to packages or letters by hand, or stamp materials, using postage meters.
- Answer inquiries regarding shipping or mailing policies.
- Clear jams in sortation equipment.

Postal Service Mail Sorters, Processors, and Processing Machine Operators

Core Tasks

Generalized Work Activities:

- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- Handling and Moving Objects - Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- Performing General Physical Activities - Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- Updating and Using Relevant Knowledge - Keeping up-to-date technically and applying new knowledge to your job.
- Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time.

Specific Tasks

Occupation Specific Tasks:

- Accept and check containers of mail from large volume mailers, couriers, and contractors.
- Bundle, label, and route sorted mail to designated areas depending on destinations and according to established procedures and deadlines.
- Cancel letter or parcel post stamps by hand.
- Check items to ensure that addresses are legible and correct, that sufficient postage has been paid or the appropriate documentation is attached, and that items are in a suitable condition for processing.
- Clear jams in sorting equipment.
- Direct items according to established



- Contact delivery or courier services to arrange delivery of letters and parcels.
- Determine manner in which mail is to be sent, and prepare it for delivery to mailing facilities.
- Fold letters or circulars and insert them in envelopes.
- Insert material for printing or addressing into loading racks on machines, select type or die sizes, and position plates, stencils, or tapes in machine magazines.
- Inspect mail machine output for defects; determine how to eliminate causes of any defects.
- Lift and unload containers of mail or parcels onto equipment for transportation to sortation stations.
- Mail merchandise samples or promotional literature in response to requests.
- Operate computer-controlled keyboards or voice recognition equipment in order to direct items according to established routing schemes.
- Operate embossing machines or typewriters to make corrections, additions, and changes to address plates.
- Place incoming or outgoing letters or packages into sacks or bins based on destination or type, and place identifying tags on sacks or bins.
- Read production orders to determine types and sizes of items scheduled for printing and mailing.
- Release packages or letters to customers upon presentation of written notices or other identification.
- Remove containers of sorted mail/parcels, and transfer them to designated areas according to established procedures.
- Remove from machines printed materials such as labeled articles, postmarked envelopes or tape, and folded sheets.
- Seal or open envelopes, by hand or by using machines.
- Sell mail products, and accept payment for products and mailing charges.
- Sort and route incoming mail, and collect outgoing mail, using carts as necessary.
- Stamp dates and times of receipt of incoming mail.
- Start machines that automatically feed plates, stencils, or tapes through mechanisms, and observe machine operations in order to detect any malfunctions.
- Use equipment such as forklifts and automated "trains" to move containers of mail.
- Verify that items are addressed correctly, marked with the proper postage, and in suitable condition for processing.
- Weigh packages or letters to determine postage needed, using weighing scales

routing schemes, using computer-controlled keyboards or voice recognition equipment.

- Distribute incoming mail into the correct boxes or pigeonholes.
- Dump sacks of mail onto conveyors for culling and sorting.
- Load and unload mail trucks, sometimes lifting containers of mail onto equipment that transports items to sorting stations.
- Move containers of mail, using equipment such as forklifts and automated "trains."
- Open and label mail containers.
- Operate various types of equipment, such as computer scanning equipment, addressographs, mimeographs, optical character readers, and bar-code sorters.
- Rewrap soiled or broken parcels.
- Search directories to find correct addresses for redirected mail.
- Serve the public at counters or windows, such as by selling stamps and weighing parcels.
- Sort odd-sized mail by hand, sort mail that other workers have been unable to sort, and segregate items requiring special handling.
- Supervise other mail sorters.
- Train new workers.
- Weigh articles to determine required postage.

Detailed Tasks

Detailed Work Activities:

- calculate monetary exchange
- conduct training for personnel
- direct and coordinate activities of workers or staff
- distribute correspondence or mail
- insert mail into slots of mail rack
- inspect machinery or equipment to determine adjustments or repairs needed
- inspect mail preparation or handling machine output for defects
- inspect outgoing mail for conformance to standards or accuracy
- load, unload, or stack containers, materials, or products
- maintain records, reports, or files
- make minor repairs to mechanical equipment
- measure, weigh, or count products or materials
- monitor operation of mail preparation or handling machines
- operate alpha or numeric mail sorting systems
- operate scanner
- process mail through postage machine



and rate clerks.

- Wrap packages or bundles by hand, or by using tying machines.

Detailed Tasks

Detailed Work Activities:

- answer customer or public inquiries
- demonstrate or explain assembly or use of equipment
- distribute correspondence or mail
- fill out business or government forms
- insert mail into slots of mail rack
- inspect mail preparation or handling machine output for defects
- inspect outgoing mail for conformance to standards or accuracy
- maintain inventory of office forms
- maintain records, reports, or files
- measure, weigh, or count products or materials
- monitor operation of document sorting machine
- monitor operation of mail preparation or handling machines
- operate alpha or numeric mail sorting systems
- operate business machines
- operate printing equipment/machinery
- package goods for shipment or storage
- process mail through postage machine
- process orders for merchandise
- proofread printed or written material
- provide customer service
- provide customer service in postal or mail service setting
- read work order, instructions, formulas, or processing charts
- set up production equipment or machinery
- sort mail letters or packages
- use computers to enter, access or retrieve data
- use oral or written communication techniques

- provide customer service
- sell products or services
- sort mail letters or packages
- use computers to enter, access or retrieve data
- use oral or written communication techniques

Labor Market Comparison

Description	Mail Clerks and Mail Machine Operators, Except Postal Service	Postal Service Mail Sorters, Processors, and Processing Machine Operators	Difference
Median Wage	\$ 23,250	\$ 41,950	\$ 18,700
10th Percentile Wage	\$ 15,120	\$ 20,940	\$ 5,820
25th Percentile Wage	N/A	N/A	N/A



75th Percentile Wage	\$ 28,470	\$ 46,460	\$ 17,990
90th Percentile Wage	\$ 33,170	\$ 49,170	\$ 16,000
Mean Wage	\$ 23,730	\$ 37,630	\$ 13,900
Total Employment - 2007	490	970	480
Employment Base - 2006	485	961	476
Projected Employment - 2016	395	845	450
Projected Job Growth - 2006-2016	-18.5 %	-12.1 %	6.5 %
Projected Annual Openings - 2006-2016	13	10	-3

National Job Posting Trends

Trend for Mail Clerks and Mail Machine Operators, Except Postal Service

Trend for Postal Service Mail Sorters, Processors, and Processing Machine Operators



Data from [Indeed](http://Indeed.com)

Recommended Programs

General Office/Clerical and Typing Services

General Office Occupations and Clerical Services. A program that prepares individuals to provide basic administrative support under the supervision of office managers, administrative assistants, secretaries, and other office personnel. Includes instruction in typing, keyboarding, filing, general business correspondence, office equipment operation, and communications skills.



Institution	Address	City	URL
Northern Maine Community College	33 Edgemont Dr	Presque Isle	www.nmcc.edu

Maine Statewide Promotion Opportunities for Mail Clerks and Mail Machine Operators, Except Postal Service

O* NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings
43-9051.00	Mail Clerks and Mail Machine Operators, Except Postal Service	100	1	490	\$23,250.00	\$0.00	-19%	13
43-5053.00	Postal Service Mail Sorters, Processors, and Processing Machine Operators	88	2	970	\$41,950.00	\$18,700.00	-12%	10
51-6041.00	Shoe and Leather Workers and Repairers	80	2	90	\$25,030.00	\$1,780.00	-19%	3
51-9061.00	Inspectors, Testers, Sorters, Samplers, and Weighers	80	2	1,700	\$29,700.00	\$6,450.00	-14%	26
43-5051.00	Postal Service Clerks	79	2	580	\$44,780.00	\$21,530.00	-3%	13
29-2051.00	Dietetic Technicians	79	3	170	\$27,270.00	\$4,020.00	13%	7
43-5111.00	Weighers, Measurers, Checkers, and Samplers, Recordkeeping	79	1	310	\$28,060.00	\$4,810.00	-3%	8
43-5052.00	Postal Service Mail Carriers	79	1	1,730	\$43,190.00	\$19,940.00	-3%	50
51-2021.00	Coil Winders, Tapers, and Finishers	79	2	90	\$31,910.00	\$8,660.00	-53%	1
51-3021.00	Butchers and Meat Cutters	79	2	430	\$31,310.00	\$8,060.00	5%	16
43-4031.03	License Clerks	78	2	1,190	\$27,650.00	\$4,400.00	9%	37
43-4031.01	Court Clerks	77	2	1,190	\$27,650.00	\$4,400.00	9%	37
43-5071.00	Shipping, Receiving, and Traffic Clerks	77	2	2,660	\$26,320.00	\$3,070.00	-1%	63
43-9071.00	Office Machine Operators, Except Computer	77	1	190	\$26,260.00	\$3,010.00	-5%	6



51-2092.00	Team Assemblers	76	2	3,850	\$23,730.00	\$480.00	-7%	82
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Top Industries for Postal Service Mail Sorters, Processors, and Processing Machine Operators

Industry	NAICS	% in Industry	Employment	Projected Employment	% Change
Postal service	491100	99.96%	197,637	181,070	-8.38%

Top Industries for Mail Clerks and Mail Machine Operators, Except Postal Service

Industry	NAICS	% in Industry	Employment	Projected Employment	% Change
Advertising and related services	541800	13.09%	19,902	20,577	3.39%
Employment services	561300	6.47%	9,834	9,148	-6.98%
Newspaper publishers	511110	5.47%	8,311	5,233	-37.03%
Federal government, excluding postal service	919999	4.85%	7,382	5,130	-30.52%
Management of companies and enterprises	551100	3.77%	5,728	4,853	-15.27%
Religious organizations	813100	3.71%	5,649	4,983	-11.79%
Data processing, hosting, and related services	518200	3.58%	5,446	5,411	-0.64%
Colleges, universities, and professional schools, public and private	611300	3.16%	4,809	3,954	-17.77%
Printing and related support activities	323100	2.83%	4,298	2,503	-41.76%
Couriers	492100	2.30%	3,494	2,760	-21.02%
Direct insurance (except life, health, and medical) carriers	524120	2.24%	3,403	2,615	-23.18%
Depository credit intermediation	522100	2.16%	3,284	2,461	-25.06%
Electronic shopping and mail-order houses	454100	1.84%	2,798	2,572	-8.06%
Legal services	541100	1.82%	2,760	2,228	-19.27%
Insurance agencies and brokerages	524210	1.42%	2,165	1,800	-16.86%